



Homestead Clubhouse

After School/ Camp

Annual Enrollment 2024

and Registration Guide



Homestead Court Club

After School Youth Programs

After School Program

- Ages: 5-12 (Kindergarten through Fifth Grades)
- Days: Monday through Friday
- Times: 3:00-6:00pm
- Cost: See pricing on session registrations.

Homestead After School Program is a kid- friendly program that focuses on helping parents out after a long day. Campers will get to have choice time, structured activities and counselors are available to help with homework. Kiddos will have transportation from Edwards Elementary School in the Homestead owned Clubhouse van. A snack will be provided for each child. Please send your child with an extra snack daily if they have any food allergies, sensitivities, or aversions.

After School Session Registration will be released in advance and tiered by member status. Please check online at hcchoa.com or in the Homestead Newsletter for information on registration dates.

Homestead Clubhouse Camp

- Ages: 5-12 (Kindergarten through Fifth Grades)
- Days: Monday through Friday during scheduled breaks
- Times: 8:30am-5:15pm
- Cost:

Advance Sign Up: \$50/day Members \$60/day Non- Members

Homestead Clubhouse is an action packed camp for children entering kindergarten through fifth grades. Participants will enjoy a wide variety of daily activities that include: yoga, arts and crafts, show and tell, parks, special events, science, leadership development, positive social interaction, sports, teamwork games, and so much more! Homestead Clubhouse is limited to 30 campers per day, so don't miss out on this great experience. Included in the cost are a noon snack and art supplies.

Camp is offered on school breaks and during the summer. Registration will be released in advance and tiered by member status. Please check online at hcchoa.com or in the Homestead Newsletter for information on registration dates.

Homestead After School Program Parent Handbook and Registration Guide

Homestead Clubhouse Camp is offered at Homestead Court Club, Edwards, Colorado. We also take advantage of the vast surrounding Homestead property.

After School at Homestead Court Club in Edwards

*State licensing requires that campers must be at least 5 years old and enrolled in kindergarten to attend.

After School Program

For ages 5-12, the program runs from 3:00-6:00pm, with a van pick up at Edwards Elementary School at 2:50pm.

Van Procedure:

When riding in the Homestead vans children are expected to be buckled at all times and use booster seats (if applicable). Staff will follow all rules of the road and ratios of 1 staff member per 8 children will be followed. Attendance will be taken before leaving site premises and upon arrival at destination. In event of an emergency, staff will follow emergency protocols and call 911.

Homestead Clubhouse Camp

Full day activities for campers ages 5-12. Camp runs from 8:30AM-5:15PM, during holiday breaks.

Tennis

Tennis is offered during clubhouse hours for ages 5-12.

*An additional fee will be charged to your camp day. Please register for these programs with tennis staff.

Homestead Court Club Mission

The Homestead Court Club Clubhouse Program seeks to enrich the lives of children living locally. Homestead Clubhouse enhances learning by providing safe, supportive and structured environments that support overall health and well-being. We offer creative programs that promote the social, physical, intellectual and emotional development of children and youth.

Goals and Objectives

Our enthusiastic staff is committed to the mission, vision and values of Homestead Court Club. We strive to make camp active and fun, without focusing on competition. As required by the State of Colorado, a camper to staff ratio of 1 to 15 must be in effect. However, Homestead Clubhouse will make every attempt to provide a camper to staff ratio of 1 to 10, ensuring each camper will have increased interaction throughout the day.

Homestead Court Club Philosophy and Purpose

The Homestead Clubhouse Program provides a variety of experiences in a safe and positive environment in which children can learn, play and grow. The children are able to develop skills and self confidence by promoting sportsmanship, working in teams and simply having fun.

Age Groups

Homestead Court Club Clubhouse caters to children ages 5-12 years old. (Kindergarten through Fifth Grades).

After School Program Hours

After School Program: 3:00-6:00pm, Monday through Friday. Registration required.

Camp Hours

Clubhouse Camp: 8:30AM- 5:15PM, during school breaks. Registration required. Registration will be released in advance and tiered by member status.

Homestead Clubhouse Camp Overview

Holiday Closure Dates and Limited Hours

Please refer to after school session and camp registration pages for an up to date list of closure and limited hours.

Weather Closures

When inclement weather becomes an issue, cancellation of the Homestead Clubhouse will be determined by the camp director and the Clubhouse staff. We will make this information available as soon as a decision has been reached. Please call the Homestead Court Club front desk after 8:00AM at 970-926-1067 to speak to the director or assistant director.

If the Homestead Clubhouse is closed due to weather, a charge will not be made for that day.

If the Homestead Clubhouse is closed early due to weather, the camp staff will notify parents as early in the day as possible. Parents will be responsible for picking up their children or arranging a ride home with an authorized adult. Credit will not be issued for partial camp days.

Special Needs

We will provide reasonable accommodations, modifications and services in accordance with the needs of a camper's disability. Parents must communicate the child's physical, emotional and/or cognitive needs with the Camp Director prior to the first day of attendance.

Accident/Injury

If a child has an accident, or is injured while in the care of Homestead staff, an Incident Report will be filled out and signed by the counselor on duty. This report will be reviewed, and signed, by the Director and parent. In the event of the accident /injury being an emergency, staff will call 911 and notify the parent immediately.

When We Can No Longer Serve a Child

We will notify parents/guardians in writing of any changes to our program, policies and procedures.

Campers may be suspended from the Homestead Clubhouse program for a period of days, or permanently withdrawn from the program for the following reasons:

- Excessive late pick-up (3 or more)
- Discipline/Behavioral problems (3 or more)
- Nonpayment of fees
- Uncooperative parents

Suspension may be more appropriate than withdrawal if the three disciplinary/behavioral offenses were over an extended period of time

We reserve the right to refuse service or dismiss any child from the Homestead Clubhouse.

Homestead Clubhouse Daily Procedures

Arrival/Departure

Check in/out will be located in the Clubhouse Room, unless special circumstances apply and a sign is posted.

After School Program participants must arrive **no** earlier than 3:00pm and be picked up **no** later than 6:00pm. Clubhouse campers must arrive **no** earlier than 8:30AM and be picked up **no** later than 5:15PM. A fee of \$1/minute per minute late will be charged to your daily fee.

Attendance

Sign In/Out

An authorized adult will be asked to check the camper(s) in/out each day. If the staff is unfamiliar with the authorized adult, a photo ID must be provided in order for the child to be released. Our sign in/out procedures are intended for the safety of the campers and others.

Absent

Parents/Guardians must notify the Director if their child is going to be absent. A camp director can be reached at 970-926-1067. If no one answers, please leave a message with the date, time, and reason for your child's absence.

Late Drop Off

In the event of late arrival, it is the parent's responsibility to sign their child in and locate the camp counselors. The Homestead Court Club front desk will have information on the location of the after school or camp group.

Late Pick Up

If a child is still present after the designated pick up time, the staff will attempt to contact the parent/guardian and authorized adults listed to pick up the camper within a half hour. If the half hour has passed and authorized adults cannot be located, the staff will call Social Services and the police. Three late pick ups will result in removal from program.

Unauthorized Adults

Campers will only be released to those adults who are listed as an authorized pick up.

*Sheets for additional authorized pick ups are available. Please ask the Director for assistance.

If an unauthorized adult attempts to pick up a child from camp, the parents and police will be contacted. The unauthorized visitor will be asked to leave the premises.

Identifying Where Children are at all Times

Roll call will be conducted by the counselors at regular intervals during the day. No one is allowed to leave the program property during the day at any time unless accompanied by a counselor and cleared with the program Director.

Meals and Snacks

Participants should bring a nutritious snack and a water bottle labeled with their name. Water will be available at all times.

Please note that campers must bring a lunch on a camp day. Please make sure that this lunch is appropriate as we do not have use of a refrigerator or microwave.

Homestead after school will provide an afternoon snack to the program participants each day. Clubhouse camp will provide a morning and afternoon snack each day. Parents are strongly encouraged to send additional snacks for their child to eat throughout the day.

Any food allergies or special accommodations that need to be made should be clearly specified on the medical forms and discussed with the program Director. It is strongly encouraged that you bring snacks for your child if they have any food allergies, sensitivities, or food aversions.

Homestead Clubhouse Daily Procedures

Personal Belongings

Each camper will be provided with a safe place to keep belongings. Please refrain from bringing valuables and money. Please label all personal belongings. Staff is not responsible for lost or stolen items. Camper's personal belongings may be subject to search. Homestead camp does not allow the use of personal electronics, unless for homework use. Staff is not responsible for lost or stolen money

Sunscreen

Parents are encouraged to apply sunscreen to their child.

In the event that a parent has not applied sunscreen to their child, and the sunscreen waiver has been signed by a parent, camp staff will assist with the application of sunscreen to the child. Sunscreen will not be applied to broken skin, or if a skin reaction is observed. Each child is required to provide their own sun screen stick.

Movies/Television/Videos/Media

Movies will be shown or included as part of theme weeks, or shown during inclement weather. Campers will only view G or PG movies. Children will be permitted to use personal computers for school assigned homework and curriculum based activities. Media use will be supervised by adults and safe online practices will be used. No explicit language or topics allowed. Media use will not be permitted during snack or meal times, with the exception of planned special occasions.

Camper Rules

Parents, please review the following rules with your after school kiddo(s):

- Come to camp/after school prepared for the day.
- Always listen and be respectful of camp leaders and adults.
- Always respect others and maintain personal boundaries.
- Clean up after playing games or eating.
- Be patient and encouraging toward others.
- No running in hallways, or walking directly into workout areas.
- Speak with kind words. No curse words, no verbal abuse.
- No hitting, pushing, or kicking.

Consequences

Failure to follow the camp rules will result in:

- Verbal warning.
- Time out including sitting out from activities for certain time.
- Call to parents to pick up for remainder of the day with written behavioral notice.
- Speak with parents upon arrival.

In the event of a third written warning, the camper will not be allowed back to Homestead Clubhouse and no refund will be given.

Discipline

Campers are encouraged to be respectful to everyone and practice behavior that is kind, safe, fair, and responsible. Children are taught to accept responsibility for their own actions, develop self discipline and expand their problem solving skills. Please refer to Behavior Policy.

Lost Children

In the event that a child is determined lost or missing, the staff will conduct an expansive search of the facility and surrounding areas. The front desk will be notified and assist with the search. The Director will immediately notify the parent/guardian, police, and the Department of Human Services.

Closing Procedures

Camp administration will conduct a thorough walkthrough of the program, including restrooms. They will review daily attendance logs to ensure that all participants have been signed out and left for the day. Counselors and the Director will only leave after the last camper has been picked up by an authorized adult.

Homestead Clubhouse Daily Procedures

Volunteers and Visitors

All visitors must check in with the camp Director and sign in/out on the visitors log sheet. They will also be required to show identification, and will be accompanied by a camp staff member the duration of the visit.

Suspicious Persons

If a staff member notices a person acting in a suspicious manner, they will introduce themselves as a Homestead Clubhouse employee and ask if they may be of assistance. If the staff member is uncomfortable with the response, they will notify the camp Director and call 911 to gain further guidance.

Reporting Child Abuse

(Under Guideline 7.701.53)

Staff ,or ANYONE, who has reasonable cause to know or suspect that a child is being subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonable result in abuse or neglect must immediately report or cause a report to be made of such fact to: Colorado Department of Human Services, child abuse hotline: (844) CO-4-KIDS. The Division of Childcare, Colorado Dept. Of Health and Human Services, 1575 Sherman St, Denver, CO 80203-1714. Eagle County Human Services, 100 W. Beaver Creek Blvd, Suite 107, Avon, CO 81620: 970-328-9813.

Program Contacts

Building Location

Business: Homestead Court Club
Building Address: 400 Homestead Drive, Edwards
Business Type: Owner's Association and Fitness Club

After School Contact Information

Contact Person #1: Jillian Labbe, Camp Director
Contact Person #2: Tracy Erickson, General Manager
Primary Phone Number: 970-926-1067
Emergency Phone Number: 970-401-3054 (Jillian)
E-Mail: jillian@homesteadcourtclub.com

Building Contact Information

Contact Person #1: Tracy Erickson, General Manager
Contact Person #2: Kim Baugh, Program Manager
Primary Phone Number: 970-926-1067
Emergency Phone Number: 970-401-3054 (Jillian)
E-Mail: terickson@homesteadcourtclub.com
E-Mail: kim@homesteadcourtclub.com

Filing a Complaint

Our camp administration has an open door policy. We encourage parents/guardians to discuss any problems or concerns with the Director in a timely manner. If parents wish to report a licensing violation, they may contact:

State of Colorado
Department of Human Services
Division of Child Care
1575 Sherman Street
Denver, CO, 80203-1714
303-866-5958

Registration Information

Pre-registration is required to attend Homestead Clubhouse After School and Camp Programs. Paperwork is due at least one week prior to your child's first day of attendance and needs to be updated annually. If you think that your child may want to attend programming this year, Homestead staff highly suggests that you complete registration forms in advance.

The annual registration packet must be completed and handed in to the Director one week prior to your child's first day of attendance and updated annually.

Prior to attending after school, each child must have signed the following release forms:

- Homestead Childcare Registration Form
- Youth Activity Registration
- Emergency Medical Information
- General Health Information
- Immunization Form (signed by physician)
- Homestead Clubhouse Policies and Procedures
- Illness Policy
- Homestead Emergency Procedures
- Positive Discipline Policy

Please notify staff of any changes in residence, telephone numbers, medications and/or health information as soon as possible.

Waiting Lists

In the event that all spaces are filled for our program, you will have the opportunity to put your child's name on the waiting list. If a spot becomes available you will be notified as soon as possible. These spots are filled on a first come, first serve basis.

Fee Schedule

After School Program

See pricing on session registration pages.

Clubhouse Camp

Advance Sign Up: \$50/day Members \$60/day Non-Members

Homestead Clubhouse Camp will charge accounts at the beginning of each week. Homestead Clubhouse Camp will bill credit cards and checks prior to your child attending the program.

Payments

Payment to Homestead accounts will be charged in full at time of registration. Non-members must pay in full at time of registration.

Refund/Withdrawal Policy

After School Session and camp programs will not refund for days missed.

Homestead reserves the right to cancel programs on any day that there is not a minimum of five children registered.

Billing Information

After School Program

Advance Sign Up:

See pricing on session registration pages.

Clubhouse Camp

Advance Sign Up:

\$50/day Members

\$60/day Non-Members

Homestead Clubhouse will bill accounts at time of registration. Homestead Clubhouse will bill credit cards and accept checks, or cash, at time of registration.

Payments

Payment in full is expected at time of registration. Homestead homeowners and Non-resident members have the convenience to use our hassle free membership billing privileges. Renters, and Non-members must pay in full at time of registration with check, cash, or credit card. Homestead will only accept Visa or MasterCard.

Refund/Withdrawal Policy

After school sessions and camp programs will not refund for days missed.

Note: Homestead reserves the right to cancel programs any day that there are not at least five children registered.

Billing Information:

By signing below I agree that I have read and understand ALL policies, including the cancellation policy, I UNDERSTAND THAT A PENALTY FEE WILL BE CHARGED FOR ANY DROP-OFF OR PICK-UP WHICH OCCURS BEFORE OR AFTER REGULAR CHILD CARE HOURS. The staff is not available before 3:00PM or after 6:00PM for after school days, or before 8:30AM or after 5:15PM for camp days. A \$1.00 per minute fee has been established and will be paid to the staff member waiting with your child.

Parent Name: _____ Signature: _____ Date: _____

I give permission to the Homestead Court Club, and it's special event affiliates, to use photos of my child for promotional purposes. _____ Yes _____ No

Parent Signature

Enrollment Date

HCC Member # _____ Non-Member

METHOD OF PAYMENT:

Please charge my account at time of registration.

Homestead Account #: _____ Signature: _____

Check (Advance: Please attach to registration form.)

Cash (Advance: Please attach to registration and give directly to the Director)

Credit Card (Advance: To be paid at the front desk. Visa or Mastercard only.)

***Return with Registration.**

Homestead Camp Policies & Procedures

- Registration: Before a child can attend Homestead Court Club's After School Program we require a completed, up-to-date registration form, current Health Information, and up-to-date Colorado Immunization records, signed by a physician.
- Cancellations: Refund and credits will not be given for days missed throughout the session.
- Sick Policy: If a child is sick, we would prefer that they stay home from our programs. Payment is refundable with a doctor's notice. If a child becomes sick during the day, staff will contact the parent to arrange for pick-up. Please refer to illness policy.
- Late Fee: Late pick-up fees of \$1.00 per minute will be incurred. All late fees will be paid immediately to the counselor who has remained with the child.
- Release of Children: **Children must be signed in and out of the Clubhouse Kid's Camp.** Children will be released only to the persons noted in the registration forms. If someone else is picking up your child, please notify Homestead staff by phone, or in writing.
- Medication: If your child has medication needs while attending Homestead Court Club's children's programs, please contact the Director for procedures required by the State of Colorado. The storage of medication out of reach of children will be strictly enforced. The administration of medication will only be conducted by trained staff members.
- Accessibility: Homestead Court Club follows the guidelines set by the Americans with Disabilities Act. We do, however, appreciate advance notification if special arrangements are necessary.
- Child Protection: Homestead Court Club is required by section 19-10-101, et seq. of Colorado Revised Statutes to report any suspected or observed child abuse or neglect to the proper authorities. (A copy of the above statute is available upon request.)
- Snack: A light snack will be provided to children attending Homestead's children's programs. Note: this is a snack and not a meal substitute. We encourage you to send your own snack if your child only likes specific snacks, or has allergies/sensitivities.
- Lunch: A well balanced lunch should be sent to camp daily with your child. There is no refrigerator or microwave use permitted.
- License: Homestead's After School Program and Clubhouse Kid's Camp are licensed by the State of Colorado Department of Early Childhood.
- Child: Counselor Ratios and Enrollment Limits Clubhouse After School– 15:1 Child: Counselor, 30 participants maximum.

**I have read and I fully understand the above policies for Homestead Clubhouse Programs.
I have received a copy of the Parent Handbook attached to these forms.**

Parent/Guardian Signature: _____ Date: _____
*Return with registration.

Homestead Childcare Registration Form 24

Child's Information

Child's Name: _____ Birth Date: ____/____/____

Grade Entering this Fall _____ Gender _____

Does your child have any special needs that we need to be aware of? _____

Parent/Guardian Information

Parent/Guardian #1: _____ Relationship: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Employers Name: _____ Address: _____

Does the child live with this parent or guardian? Yes _____ No _____

Parent/Guardian #2: _____ Relationship: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Employers Name: _____ Address: _____

Does the child live with this parent or guardian? Yes _____ No _____

Emergency Contacts/Authorized Pick Up

In the event of an emergency, it is very important that we are provided with alternate emergency contacts in case you cannot be reached. Please list at least two adults as emergency contacts authorized to pick up.

Name: _____ Relationship: _____

Home Phone: _____ Work/Cell Phone: _____

Address: _____

Name: _____ Relationship: _____

Home Phone: _____ Work/Cell Phone: _____

Address: _____

Name: _____ Relationship: _____

Home Phone: _____ Work/Cell Phone: _____

Address: _____

The above information is correct and I give my permission for the Homestead Court Club to release my child to the people listed above. I also realize that it is my responsibility to inform the Homestead Court Club any time the above information changes.

SIGNATURE _____ DATE _____

***Return with registration.**

Youth Activity Registration Form 24

Homestead Clubhouse After School and Camp Programs

Member # _____ Non-Member

Participant/Child: _____ Birthday/Grade: _____

Parent'/Guardian Name: _____ Cell: _____

E-mail Address: _____

Best way to contact: Call Text E-mail

Parent'/Guardian Name: _____ Cell: _____

E-mail Address: _____

Best way to contact: Call Text E-mail

Address: _____
PO Box _____ City, State, Zip _____

Personal Release

In consideration of the acceptance of my child's enrollment in this recreation program of the Homestead Owners Association/Homestead Court Club, I for myself, **my child**, my executors, administrators, and assignees, do hereby waive any and all rights and claims I may have against the Homestead Owners Association/Homestead Court Club, its personnel, instructors, or other individuals associated with the recreational program, for any and all injuries, disabilities or death suffered by my child as a result of my participation in any recreational program or activity conducted at or sponsored by the Homestead Owners Association/Homestead Court Club. My child assumes the risk of injury or death resulting from this recreational program and activity.

SIGNATURE _____ DATE _____

Medical Release

In the event that your child may require medical attention and that parents/guardian or alternate contact person's named on this application cannot be contacted, Homestead Owners Association/Homestead Court Club officials are hereby authorized to take whatever action is deemed necessary in their judgment for the health of aforesaid child. I agree I am solely responsible for the payment of all costs resulting from the rendering of medical and ambulance services.

SIGNATURE _____ DATE _____

***Return with registration.**

Emergency Medical Information 24

Child's Name _____ Birthdate: _____
Date of last Tetanus shot _____ Drug Allergies _____

Family Doctor _____ **Dentist** _____
Phone # _____ Phone# _____

Hospital: *Please circle one.* **Insurance Co.** _____
Vail Health Policy Number: _____
180 South Frontage Road West, Vail

OR
Valley View Hospital
1906 Blake Avenue, Glenwood Springs

Does your child have a past or present medical history that we should be aware of? _____

Immunization Records Received: Y _____ N _____

Emergency Medical Authorization

I hereby give my permission to the Homestead Court Club to call a doctor or transport for medical or surgical care for my child listed above should an emergency arise. It is understood that a conscientious effort will be made to locate me or additional guardian before any action will be taken; but if it is not possible to locate us, this expense will be accepted by us.

Parent/Guardian Initial _____

Activity Participation

My child has permission to participate in field trips and programs activities sponsored by the Homestead Owners Association/Homestead Court Club. I give my child permission to use electronic devices for homework and camp curriculum activities. Refer to media policy on page 6.

Parent/Guardian Initial _____

Transportation Permission

My child has permission to be transported by the Homestead Owners Association/Homestead Court Club staff and personnel for the purpose of scheduled activities, or in case of emergency. Please note: children will need this permission signed to partake in field trip activities. If my child is getting a ride from EES to Homestead Court Club after school, I give Homestead staff permission to sign in my child to the program.

Parent/Guardian Initial _____

Sun Screen Waiver

I give the employees of the Homestead Owners Association/Homestead Court Club permission to apply sunscreen that is provided by myself to my child on an as needed basis, as prescribed by the directions on the bottle. If we forget our sunscreen, I will allow the Homestead Owners Association/Homestead Court Club staff to use their sunscreen on my child. We will use Coppertone or Neutrogena sunscreens.

Parent/Guardian Initial _____

Participant Waiver

In consideration of the acceptance of my enrollment in this program, I for myself, my executors, administrators, and assignees, do hereby waive any and all rights and claims I may have against the Homestead Owners Association/Homestead Court Club, its personnel, instructors, or other individuals associated with the program, for any and all injuries or disabilities suffered by me as a result of my child's participation in said program.

Parent/Guardian Signature _____

***Return with registration.**

General Health Information 24

GENERAL HEALTH APPRAISAL (5-12 YEARS) FOR ENROLLMENT IN KIDS CAMP (TO BE COMPLETED BY PARENT/GUARDIAN)

Child's Name _____ Birthdate _____

**Note: Your child's current Immunization Record is required with health forms. Physician's signature required.*

Health History and Medical Information pertinent to routine child care and emergencies:

_____ None

_____ Please Describe:

Special Diet: _____

Allergies: _____ Type of Reaction: _____

Allergy Plan: yes no

Asthma: yes no Asthma Plan: yes no

**Note: If allergies/asthma require any type of medication, please have your physician fill out Allergy or Asthma Plan. And turn in at time of registration.*

Current Medications: _____

Health Provider Name: _____ Telephone: _____

Address: _____

Date of most recent examination of child (note: within the last 12 months): _____

Dentist Name: _____ Telephone: _____

Address: _____

Date of most recent examination of child: _____

I, _____, give consent for Homestead Clubhouse to discuss my child's health concerns with the health care provider and dentist.

(Parent or Legal Guardian Signature)

(Date)

Homestead Court Club
PO BOX 808, Edwards, CO, 81632
400 Homestead Drive, Edwards, CO, 81632
Phone: 970-926-1067

**Return with registration.*

Homestead Court Club's Illness Policy for Children's Programs

It is often difficult for parents to know whether their children are too sick to attend school. To limit the germs spread, please keep your children home when they are sick. Below you will find a checklist as to what illnesses require your child to stay home. Homestead Court Club is responsible for the care and wellbeing for all children enrolled. The Director and staff are ultimately the judge as to whether or not a child is healthy enough to attend the program.

Symptoms and illnesses that require a child to stay home:

- Colored discharge accompanied with another symptom,
- Fever over 100.5,
- Vomiting
- Diarrhea,
- Strep,
- Chicken Pox,
- Rashes,
- Flu,
- Pink Eye,
- RSV/Croup/Other respiratory diseases,
- Any other infectious disease.
- HCC will refer to the latest COVID Symptoms Protocol sheet for COVID related illness and subsequent isolation/quarantine protocols.

Please see the Director for a list off illnesses and when to keep your child home.

If your child experiences these symptoms while they are at home, please keep them home for at least 24 hours AFTER they are symptom free. Children experiencing these symptoms at Homestead programs will be sent home immediately. They will not be allowed to return for 24 hours after these symptoms subside. The use of over the counter medications does not mean that your child is well enough to attend Homestead's programs. If your child is prescribed antibiotics, they must have 3 doses before returning to Homestead's programs.

Parents are expected to abide by Homestead Court Club's Illness Policy for Children's Programs as it is written. Families who violate this policy will receive a verbal warning. If a family continuously violates this policy, they will be asked to withdraw from the program.

Parent's Signature: _____

Date: _____

***Please return with registration.**

Homestead Emergency Procedures

Parent Notification Letter for Emergency

Homestead Court Club
400 Homestead Drive, Edwards, CO 81632
Phone: 970-926-1067
License Number 86843

Contact Person:
Jillian Labbe
970-401-3054
jillian@homesteadcourtclub.com

Contact Person:
Kim Baugh
970-331-3783
kim@homesteadcourtclub.com

Staff will practice monthly drills with program participants, including; fire drill, tornado drill, lock down drill, shelter in place drill, and active shooter drill.

In the event of an evacuation specific to Homestead Court Club, the staff and children will evacuate the building and gather in the front parking lot, or the back patio.

In the event of a local evacuation, the staff and children will evacuate to the Homestead Park (located at the rear of the building), or the Gore Range Montessori playground (located to the right of Homestead Court Club).

In the event that Homestead Court Club must be evacuated due to an emergency in the immediate area, the staff and children will be transported to the Erickson Residence on Remington Trail, or to Edwards Elementary School on Meile Lane.

In the event that a child has a disability/access/functional need, Homestead staff will modify existing evacuation plan to meet the needs of the child. This may include use of elevator, ramp, etc.

**In the event that the staff and children are evacuated to a shelter due to pre-evacuation or mandatory evacuation, every attempt will be made to inform parents of the shelter location as soon as children and staff have been safely evacuated.

Parent'/Guardian Name: _____ Cell: _____

E-mail Address: _____

Best way to contact: Call Text E-mail

Parent Signature

Date

***Return with registration.**

HCC's Behavior Policy for Children's Programs

Homestead Clubhouse believes in a positive approach to discipline and is committed to providing an environment where children feel safe, comfortable and have a genuinely good time. Behavior management policies shall be followed to protect the safety of all children and staff.

Staff shall ensure that each child is provided with a positive model of acceptable behavior. Children are encouraged to practice those skills that will allow them to resolve conflicts and have their needs met without the use of aggressive or destructive behaviors. This is a means of preventing behavior difficulties between children and lessen the need for disciplinary action on the part of staff. When situations occur, which require intervention, staff should provide children with clear explanations as to why specific behavior is inappropriate and help them to find an alternative behavior that fits within Clubhouse guidelines. These guidelines revolve around the concern for safety of all children and for the materials within the Clubhouse. Children will be encouraged to set short, positive rules for the Clubhouse.

If a child is displaying persistent, unacceptable behavior, the staff will take steps to help the child gain self-control. A staff person will first attempt to help the child understand the gravity of the behavior. Staff will then redirect the child to activities that hold the child's attention. This choice will be made with the child. If the behavior continues, the staff person will consult with fellow staff members and/or the director to develop alternatives for helping the child gain acceptable control of his/her behavior. If the problem persists, staff will contact the child's parent for suggestions and measures to take to extinguish the behavior. The goal is to help the child strengthen his/her skills of self-control. If the problem continues to persist, staff will fill out a Positive Behavior Support Form and inform the parent or guardian at pick up time of the child's behavior. (Staff will set a time with the parent or guardian to meet and collaborate to create a Positive Behavior Support Plan.) Separating the child from the group is a final step that would be taken if all other measures have been tried. If the child can not resort to behavior that ensures his/her own safety and the safety of others in the Clubhouse, and/or smooth operation of the program; the parent will be contacted and asked to pick up the child from the program.

In the event that a child had gone through all necessary steps above and additional intervention is needed, Homestead staff will share information to access early childhood mental health consultant or other specialists. Early Childhood Mental Health Line: 833-326-4411

Staff members must adhere to the following policies:

- No child should be subjected to emotional abuse, which includes but is not limited to name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child.
- No child should be subjected to cruel discipline. Physical restraint is prohibited, unless necessary to protect the health and safety of the child or others.
- No child should be subjected to the use of mechanical restraints, such as tying.
- No child should be subjected to corporal punishment, which includes but is not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking.
- No child should be force fed or denied food as a punishment for unacceptable behavior. Neither will food be given as a reward for good behavior.

Parent Signature: _____

Date: _____

***Return with registration.**